



Time Adjustment Codes (For Agency Timekeeper Use ONLY)

Time Type	Time Code	Who	When to Use
Time Entry	Holiday Adjustment	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust (remove) holiday pay earned on a previously approved timesheet.
Time Off	Adjustment-Annual Leave (Balance)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's annual leave balances.
Time Off	Adjustment-Compensatory Exempt Holiday Time (Hours)	Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's compensatory holiday time balance.
Time Off	Adjustment-Compensatory Non-Exempt Holiday Time (Hours)	Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the Non-exempt employee's compensatory holiday time leave balance.
Time Off	Adjustment-Compensatory Time (Hours)	Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the Exempt employee's compensatory time leave balance.
Time Off	Adjustment-Leave Bank / Donation (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's Leave Bank / Donation leave balance.
Time Off	Adjustment-Personal Leave (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's personal leave balance.
Time Off	Adjustment-Pre-Scheduled Holiday (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's pre-scheduled holiday leave balance.
Time Off	Adjustment-Salary Reduction Recovery (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's specific leave balance for Salary Reduction Recovery.
Time Off	Adjustment-Sick (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the employee's sick leave balance.
Time Off	Annual Leave - Termination Adjustment (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to make a termination adjustment to an employee's annual leave balance.
Time Off	Compensatory Exempt Holiday Time - Termination Adjustment (Hours)	Exempt State/Regular Employees	This code is used by the Timekeeper to make a termination adjustment to an employee's compensatory holiday time leave balance.



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Time Off	Compensatory Time - Termination Adjustment (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by the Timekeeper to make a termination adjustment to an employee's specific leave balance.
Time Off	Personal Leave - Termination Adjustment (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by Timekeepers to make a termination adjustment to an employee's personal leave balance.
Time Off	Salary Reduction Recovery - Termination Adjustment (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by Timekeepers to make a termination adjustment to an employee's Salary Reduction Recovery leave balance.
Time Off	Sick - Termination Adjustment (Hours)	Exempt and Non-Exempt State/Regular Employees	This code is used by Timekeepers to make a termination adjustment to an employee's sick leave balance.
Time Off	zAccrual Adjustment - No Payroll Effect	Exempt and Non-Exempt State/Regular Employees	This code is used by Timekeepers on the timesheet to recover leave from an employee by reducing the employee's. When used on the timesheet, this code reduces accruals without impacting the employee's payment(s).
Time Off	Pre-Scheduled Holiday - Termination Adjustment (Hours)	Exempt 24/7 Employees ONLY	This code is used by Timekeepers or designated users to make adjustments to 24/7 employees' compensatory time (comp time) Holiday Time balance when the employee is being terminated in the future.
Time Off	Adjustment-Cash Overtime Compensatory Time (Hours)	Non-Exempt State/Regular Employees	This code is used by the Timekeeper to adjust the cash overtime compensatory leave balances for non-exempt employees.
Time Off	Compensatory Non-Exempt Holiday Time - Termination Adjustment (Hours)	Non-Exempt State/Regular Employees	This code is used by Timekeepers or designated users to make adjustments to Non-Exempt State/Regular employees' compensatory time (comp time) Holiday Time balance when the employee is being terminated in the future.
Time Off	Cash Overtime Compensatory Time - Termination Adjustment (Hours)	Non-Exempt Cash Overtime Eligible (COE) Employees	This code is used by Timekeepers or designated users to make adjustments to COE employees' compensatory time (comp time) balance when the employee is being terminated in the future.